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Instructions for Using Writable PDF Documents Soroptimist Women's Opportunity Awards Application

- First save the writable PDF application file onto your computer or onto a USB/thumb drive if you are working on a public computer. (If you immediately begin filling out the writable PDF file without having saved it your information will not save.)
- Open the writable PDF file you just saved onto your computer or USB/thumb drive.
- Using your mouse, click on the blank space designated for answers.
- A cursor will appear.
- Type in the correct information.
- Once all parts of the application are complete, select Save As from the File menu and change the file name (for example, WOAappLG.pdf, where LG are your initials).
- Click save.